

## **Instructions for Form A-19**

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Follow these instructions when filling out form A-19 for expense reimbursements.

1. ***Keep All Receipts, Invoices, Proofs of Payment or Fundraising Forms.***  
Reimbursements cannot be made without these important pieces of information.
2. Print Form
3. Complete form A-19
  - a. Enter Agency Name
  - b. Name and Complete Address of who is receiving the reimbursement
  - c. Date of purchase or invoice
  - d. Brief Description of purchase and the reason for it
  - e. Total amount to fulfill expenses paid
  - f. Contact number
4. Sign Form
5. Attach original Receipts, Invoices, Proofs of Payment or Fundraising Forms
6. Send to:

Combined Fund Drive  
Attn: Shirley Roberts  
MS: 47530

Or

Combined Fund Drive  
Attn: Shirley Roberts  
P.O. Box 47530  
Olympia, WA 98504

**Thank you for “*Making a World of Difference.*”** Please don’t hesitate to contact us at 360-664-1995 if you have any questions or concerns regarding this form.